



BUILDING PERMIT APPLICATION NO:

[Empty box for application number]

### TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11TH Avenue SW—Room 10 | Rochester, MN 55902 | PH: (507) 529-0774 | FX: (507) 281-6821

**JOB SITE LOCATION:**

Township: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home PH#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work PH#: \_\_\_\_\_

**PROPERTY LEGAL DESCRIPTION:**

Township Section #: \_\_\_\_\_

**PROPOSED USE:**

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Deck	<input type="checkbox"/> Furnace	<input type="checkbox"/> Dwelling Addition/Year Built: _____
<input type="checkbox"/> Pole Building	<input type="checkbox"/> 3-Season Porch	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Finish Basement
<input type="checkbox"/> Private Garage	<input type="checkbox"/> Siding	<input type="checkbox"/> Gas Line	<input type="checkbox"/> Dwelling Remodel/Year Built: _____
<input type="checkbox"/> Business Commercial	<input type="checkbox"/> Re-Roofing	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Other: _____

**Description of Project:**

Building Dimensions: \_\_\_\_\_ Use & Occupancy: \_\_\_\_\_

Lot Size/Dimensions: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

\* General Contractor

Address \_\_\_\_\_

\* License # \_\_\_\_\_

Phone # \_\_\_\_\_

Septic Installer \_\_\_\_\_

\* Plumbing Contractor

\* Plumber License # \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

Phone # \_\_\_\_\_

Electrician \_\_\_\_\_

Well Driller \_\_\_\_\_

\* Denotes Required Information for all permits  
Floodplain Management District: YES NO

Shoreland Management District: YES NO

You must attach two (2) copies of building plans and a free-hand sketch showing land dimensions, building locations and distances in relation to other buildings, lot lines, roads, road right-of-ways, septic & well locations plus neighboring septic & wells if located in a subdivision or on a small acreage in a developed area. Set-backs apply. Designate North. Variance & Conditional Use permits may also be needed. If this activity is located in a shoreland management district, you must also show distance to the ordinary high water level and certify your existing septic system. Wells must meet required distance from septic systems. A building permit will not be issued for any construction until approval is received from TCPA. A penalty may, and will be assessed up to the amount of the building permit fee, if activity is started prior to obtaining a building permit. Additions to the application or re-inspections may be billed separately when they become applicable and must be paid prior to the inspection(s).

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Refund and Cancellation Policy: upon request of cancellation of building permits, charges or refunds will be based on expenses for office time, inspections, and zoning fees that were completed prior to the cancellation notice.

IF YOU HAVE QUESTIONS PLEASE CALL TCPA AT (507) 529-0774

IF THIS APPLICATION IS INCOMPLETE IT WILL BE RETURNED TO THE APPLICANT

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT MAY BE BILLED FOR INSPECTIONS PREMATURELY REQUESTED (work not ready for inspection)

**TO BE COMPLETED BY TCPA**

Received by:		Date Received:		Finished Value (not cost)
Building Permit:	\$	Plan Review:	\$	
Plumbing Permit:	\$	Plan Review:	\$	
Mechanical Permit:	\$	Plan Review:	\$	
Other:	\$			
			TOTAL DUE:	\$

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Official)

# TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11TH Avenue SW—Room 10 | Rochester, MN 55902 | PH: (507) 529-0774 | FX: (507) 281-6821

# ZONING CERTIFICATE APPLICATION

PLAT & PARCEL #: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_

**OWNER/APPLICANT CONTACT INFORMATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ PH #: \_\_\_\_\_

**PERMIT PROPERTY INFORMATION:**

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**DESCRIPTION OF WORK:**

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolish
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Ag Setback	<input type="checkbox"/> Moved	<input type="checkbox"/> Use Change	<input type="checkbox"/> Other

Use of New Structure: \_\_\_\_\_

**SIGNATURE:**

I hereby acknowledge that I have read the above application and certify that the information contained therein is correct.

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**ZONING APPROVAL:**

Permit #: \_\_\_\_\_ Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Required Yards (minimum): \_\_\_\_\_

Front: \_\_\_\_\_ Side (interior): \_\_\_\_\_

Rear: \_\_\_\_\_ Side (street): \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**SITE PLAN DRAWING**

(Your application cannot be processed without this information.)

- Proposed building location with distances marked to all lot lines and all other structures on the site.
- Property lines in relation to streets and/or roads.
- Location of septic tanks and drain field with distances marked to all existing and proposed structures.
- Location of well and distances marked to all existing and proposed structures.

**NOTES:**

- If the application for construction of a structure is to be used for animal housing; as owner or operator you must comply with all agencies overseeing animal feedlots. Contact your local Feedlot Technician for further details (507) 280-2850.
- This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced.
- If applicant disturbs one acre or more of soils area during a project; applicant must apply and be issued a NPDES permit from MPCA.
- If applicant intends to bury old building materials during demolition, must obtain permit from MPCA if required.

Health Department  
Special Conditions: \_\_\_\_\_

Permit #: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Date: \_\_\_\_\_

# BUILDING PERMIT PROCESS

(Revised 1-24-15)

1. Applicant shall submit application to the responsible jurisdiction.

Applicant shall include:

- a. Site plan showing property boundaries and building(s) locations. Dimensions should show distance from building to all property lines.
- b. Legal description and address of property.
- c. Two sets of plans which include footing, foundation, wall & roof details. CMS will release permit after energy calculations, makeup and combustion air calculations (mechanical calculations) and energy compliance certificate are approved. All buildings other than one and two family dwellings require architectural and/or structural engineering certifications.
- d. On-site and well information if building is not municipal water and/or sanitary sewer.

2. Building permit review and issuance normally takes 10 to 14 working days.

3. Applicant pays all fees when he/she picks up the permit(s) before construction.

4. The owner/builder is responsible for arranging or calling for all inspections. In the typical new home the following inspections would be required:

- a. Footing/foundation. This is made prior the concrete being poured.
- b. Poured foundation walls
- c. **Back Fill and Water Proofing**
- d. Plumbing Rough-in – below ground
- e. **Radon – Before any foam is placed**
- f. Mechanical Rough-in – heat/vent – in-floor & underground heat
- g. Framing – Truss specifications to be on site.
- h. Plumbing Rough-in - above ground
- i. Heat & Ventilation Rough-in
- j. Fireplace Rough-in. This inspection is made prior to enclosing unit.
- k. Insulation
- l. Finals – building, plumbing, mechanical (heat/ventilation & gas lines)

5. Certificate of Occupancy shall be issued upon completion of all approved work.

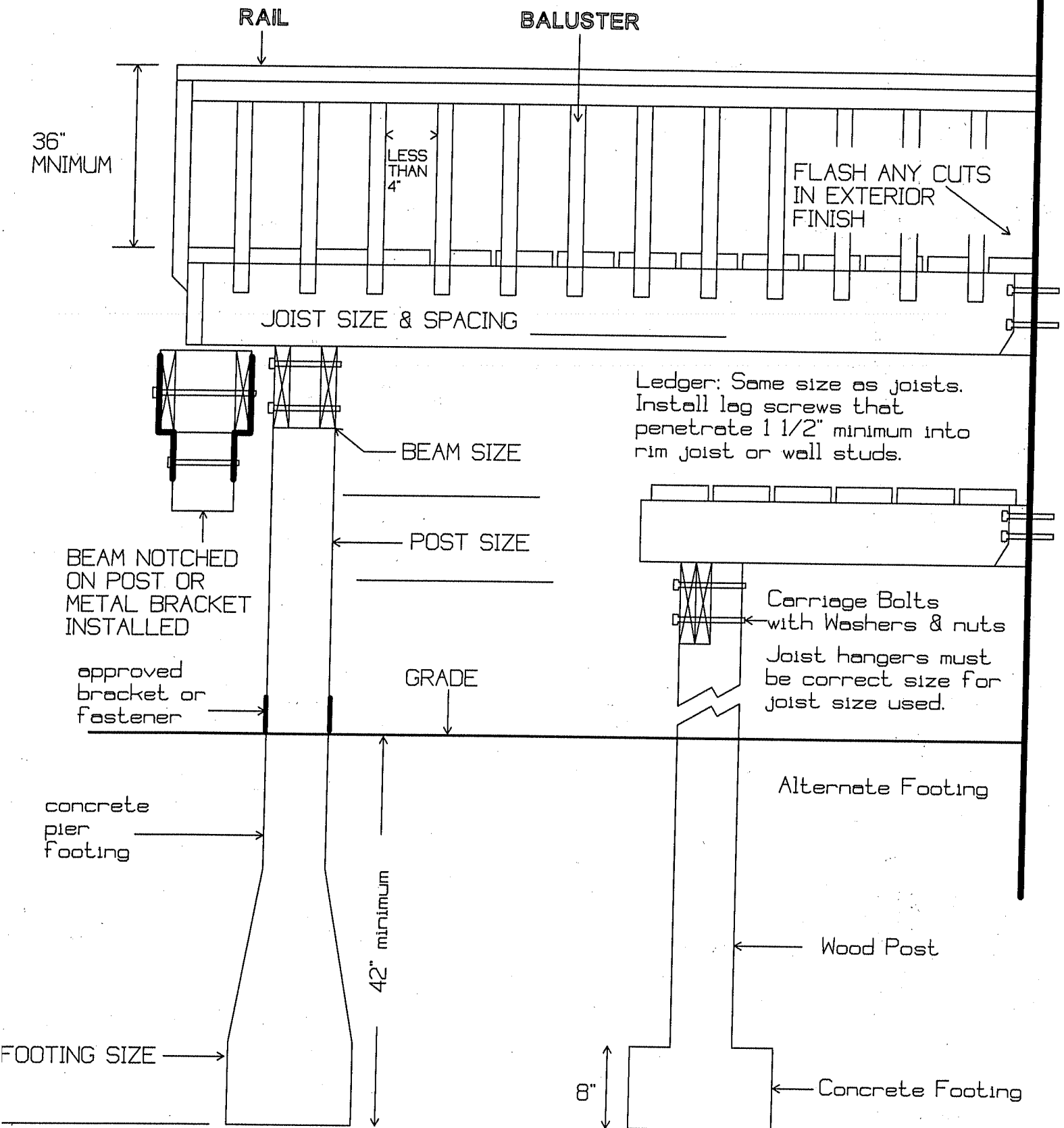
## GENERAL INFORMATION:

- All structures except storage buildings 200 sq. ft. or less require a building permit. Storage buildings 200 sq. ft. or less must still comply with all applicable zoning regulations.
- Fences not over seven feet (7') high do not require a building permit.

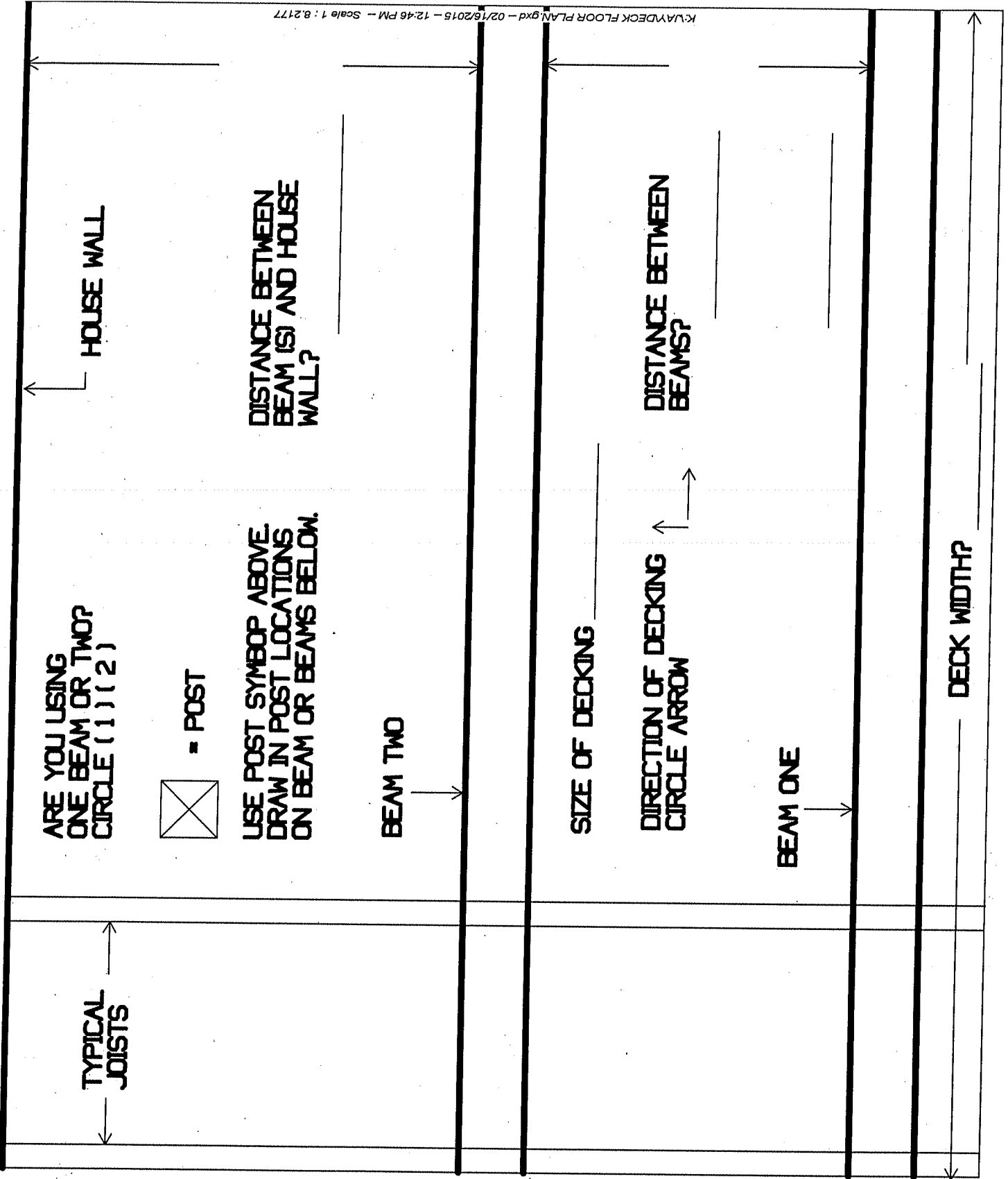
- Permit fees are based on valuation established from State of Minnesota data sheets.
- Electrical permits and electrical inspections must be arranged through the Minnesota state electrical inspector.
- All building and plumbing contractors must be licensed through the State of Minnesota and their license number must be included on all permit applications.
- The plumbing plans for all commercial/industrial projects must be approved by the Minnesota State Health Department. Inspections are made by the Health Department, however, they often defer these to the local building inspector. A copy of the state approval shall be on file at CMS prior to scheduling plumbing inspections.
- The Minnesota State Building Code adopted under Minnesota Statutes, Section 326B.106, subdivision 1, includes the following chapters:
  1. Chapter 1300 – Minnesota Building Code Administration
  2. Chapter 1301 - Building Official Certification
  3. Chapter 1302 - State Building Code Construction Approvals
  4. Chapter 1303 - Special Provisions
  5. Chapter 1305 – Minnesota Building Code
  6. Chapter 1306 - Special Fire Protection Systems
  7. Chapter 1307 – Elevators and Related Devices
  8. Chapter 1309 - Minnesota Residential Code - 2012
  9. Chapter 1311 – MN Conservation Code for Existing Buildings
  10. Chapter 1315 - Minnesota Electrical Code
  11. Chapter 1325 - Solar Energy Systems
  12. Chapter 1335 - Floodproofing Regulations
  13. Chapter 1341 - Minnesota Accessibility Code
  14. Chapter 1346 - Minnesota Mechanical Code
  15. Chapter 1350 - Manufactured Homes
  16. Chapter 1360 - Prefabricated Structures
  17. Chapter 1361 – Industrialized/Modular Buildings
  18. Chapter 1370 - Storm Shelters (Manufactured Home Parks)
  19. Chapter 4715 - Minnesota Plumbing Code
  20. Chapter 1322 and 1323 - Minnesota Energy Codes
  21. Chapter 5230 – Minnesota High Pressure Piping Systems

**CALL FOR ALL INSPECTIONS  
CONSTRUCTION MANAGEMENT SERVICES  
507-282-8206**

# DECK DETAIL



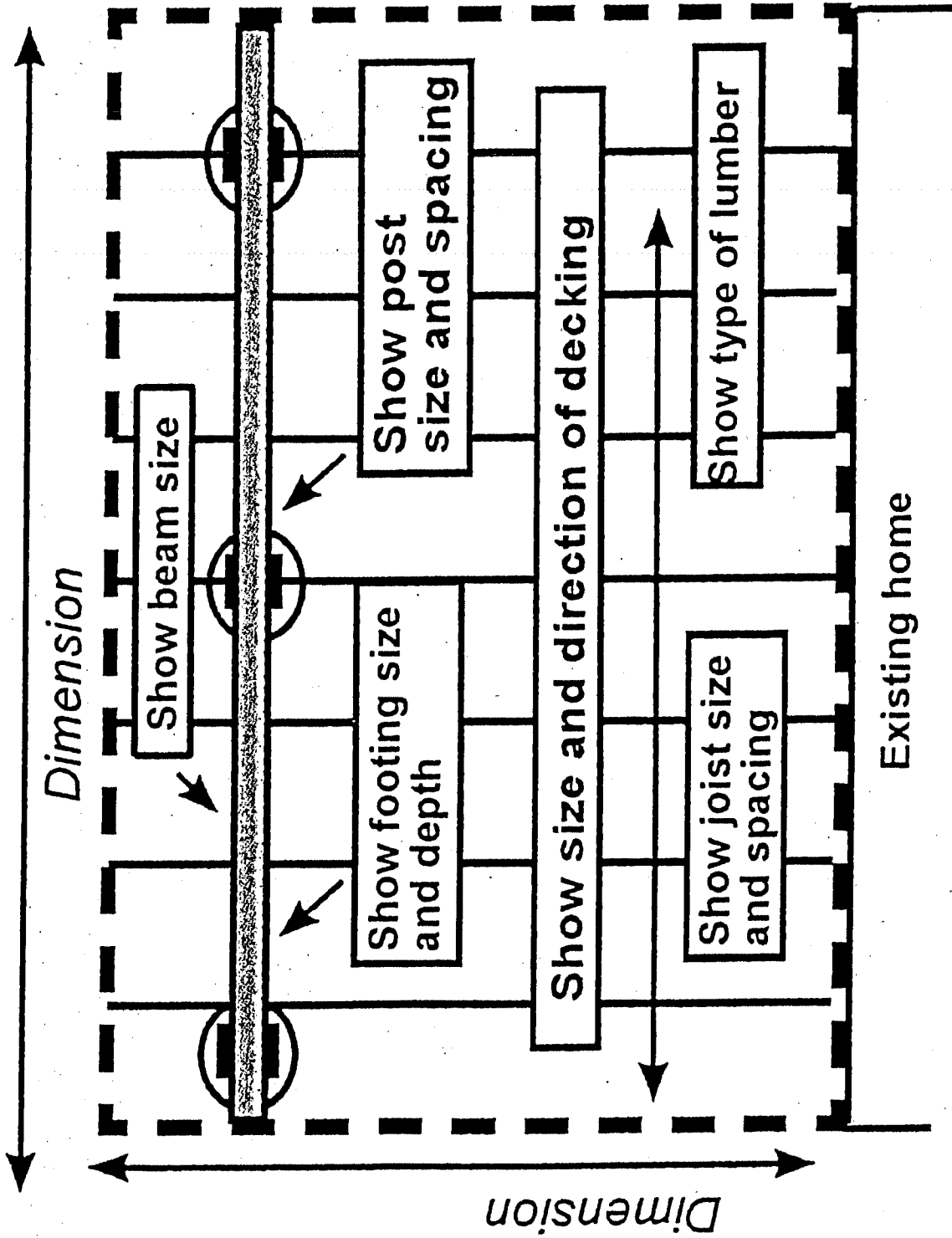
# DECK FLOOR PLAN (SEE SAMPLE)



DECK LENGTH?



# Deck Sample floor plan



provide scale

**BUILDING PERMIT APPLICANT: PROPERTY OWNER**

I, \_\_\_\_\_, (print name) understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at \_\_\_\_\_, \_\_\_\_\_, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Stat. §514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd.16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City/Township of \_\_\_\_\_ may also result in criminal prosecution and/or civil penalties pursuant to applicable city/township ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City/Township of \_\_\_\_\_ for compliance with all applicable building codes and city/township ordinances in connection with the work being performed on this property.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069. The Web site is: [www.doli.state.mn.us/contractor](http://www.doli.state.mn.us/contractor)